

Town Clerk/Registrar of Voters

Nature of work

Responsible for administrative work in the custody of Town records and in serving as Town Clerk.

This position is responsible for the preparation and maintenance of official documents; supervision of elections; issuance of various licenses and permits; recording various documents; and preparation of reports. Work includes extensive public contact. Work is performed in accordance with Town ordinances and State & Federal laws with a high degree of independence. Work is reviewed through observation, verification, internal audit and fiscal audit.

Essential Duties and Responsibilities:

Administers all elections including conducting absentee voting, coordinating election officials to work the polls, training elections officials, preparing ballots and election materials, informing the warden of election laws & procedures, reporting results to the Secretary of State & completing & submitting other forms as required.

Attends Annual Town Meetings, Special Town Meetings and records, produces & preserves all permanent records of such meetings.

Validates official documents and oversees posting of official notices and advertisements.

Issues various licenses such as marriage, hunting, fishing and dog licenses and maintains all related records.

Maintains records of births, deaths, marriages, burials and sends periodic reports to the State of Maine Office of Vital Statistics. Issues certified copies of same.

Receives and processes Real Estate and Personal Property tax payments in person. Serves a Deputy to the Tax Collector.

Provides information to residents, real estate agents and others with regard to property taxes; i.e. amounts due or paid, map & lot, book & page information.

Registers cars, trucks, boats ATV's, snowmobiles and other motorized vehicles.

Receipts and balances all payments received at the Town on a daily basis by this position.

Prepares a monthly report and payment request for Inland Fisheries & Wildlife.

Prepares a monthly report and payment request for the State for dog registration fees.

Prepares a semi-annual report and payment request for the State for births, deaths and marriages.

Requirements of Work:

Thorough knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks.

Attend required education classes. If not already certified, attain Certification for Town Clerk.

Familiar with the laws regarding Inland Fisheries & Wildlife.

Thorough knowledge of excise tax collection – laws, updates, etc.

Ability to use the Town computer and software; including TRIO, MOSES, BMV, CVR, EDRS, Windows Word & Excel.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Ability to multitask.

Training and Experience Required:

High school graduation and experience in work involving the maintenance and preparation of records; or any equivalent combination of experience and training.

Must be able to obtain Municipal Clerk Certification.

Must be able to obtain Notary Public Certification within 60 days of employment.

UPDATED ON 08/24/2020.